



## JOB VACANCY ANNOUNCEMENT No. 09-22

**OPEN TO:** All Interested Candidates

**POSITION:** *Program Staff Assistant, FSN-105-8; FP-6\**

Not-Ordinary Resident (NOR): \* FP pay scale to be confirmed by Washington

Ordinary Resident (OR):

Starting grade to be determined based on the qualifications of the candidate

**OPENING DATE:** July 28, 2009

**CLOSING DATE:** August 10, 2009

**WORK HOURS:** Full-time, 40 hrs. /week

**IMPORTANT NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy Tirana is seeking an individual for the position of Program Staff Assistant in the Export Control and Related Border Security (EXBS) Program office in Albania.

### **BASIC FUNCTION OF POSITION**

This is a professional level FSN position responsible for full support of two EXBS Advisors in program implementation and administration of a multi-million dollar, multi-year export control and border security program for Albania. The EXBS Program provides training and equipment to all Albanian government agencies responsible for export control and border security to increase their capacity to control the illegal transport of military controlled items, dual use items, weapons of mass destruction and their precursors and small arms. Responsibilities include complete management of all training activities and equipment donations for the Government of Albania under the supervision of the EXBS Advisors. Translation at a 5/5 level for the EXBS Advisors during senior level meetings with GOA officials and during field visits is required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Etleva Halili at Ext. 3297

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of university/college degree within the field of foreign languages or a degree in military, political sciences or related technical field such as a chemical, biological and nuclear engineer.
2. **EXPERIENCE:** Minimum of 3 years of experience in training and equipment coordination and translation of English to Albanian and vice-versa.
3. **LANGUAGE:** Level V (professional translator/interpreter) of English is required. Level V (professional level) of Albanian is required.
4. **ABILITIES:** Candidate must have ability to prioritize, organize and perform work independently, in a fast-paced environment, under tight deadlines. S/he must have ability to adapt to rapidly changing situation. Simultaneous translating skill English/Albanian and vice-versa is required. Must be able to stay calm under pressure and tight deadlines, to maintain professional comportment during meetings with distinguished officials.

5. **COMPUTER SKILLS:** Advanced knowledge's of Microsoft Word, Excel, Outlook and Internet.

**NOTE: Unless you meet all specified requirements you will not be considered.**

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Selected candidate will be required to undergo both a medical and security clearance prior to employment

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment for Locally Employed (LE) Staff; and/or resume that provides the same information as the application; or
2. Application for U.S. Federal Employment (OF-612); plus
3. Candidates who claim US Veteran's preference must provide a copy of their Form DD-214 with their application
4. Applicants who claim US EFM or MOH status must include in the cover letter accompanying their application that they are claiming US EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U.S. Embassy

Rr: "Elbasanit", No. 103, Tirana, Albania

Attn: Human Resources Office

E-mail: [kadleckd@state.gov](mailto:kadleckd@state.gov)

Telephone: (355) (4) 2247-285 Ext. 3178

Fax: (355) (4) 2232-222

*(Faxed and e-mailed applications are also accepted).* **Only applications received in the Human Resources Office before the closing date of this job announcement will be considered.**

## DEFINITIONS

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. **EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: 08/10/2009**

The US Mission in Tirana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**APPROVED: HRO/ DGIOVENGO**

**CLEARED: EXBS/ CBOWER**

**DRAFTED: HR/ EHALILI**